

Statement of Deficiencies

4105-E: Responsibilities of the Governing Body

Not Met

Findings/Corrections

4105.E.2. The governing body failed to approve the annual budget of anticipated income and expenditures necessary to provide the services described in its statement of purpose and the annual financial audit report.

4105-H: Finances

Not Met

Findings/Corrections

4105.H.2. The agency's annual budget of projected income and expenditures failed to be dated. This may be either a fiscal or calendar year budget.

4105.H.3. The agency failed to have its accounts audited annually by an independent Certified Public Accountant or by a public authority.

4107-A: Policies and Practices

Not Met

Findings/Corrections

4107.A.3. The agency failed to obtain pertinent references before employing staff.

4107.A.6. The agency failed to have a complete personnel file for each employee which included the following:

- b. reference letters from former employers and personal references and/or telephone notes on such references prior to employment (2 of 2 newly hired staff)
- c. criminal records clearance and disposition (1 of 2 newly hired staff. Documentation of submittal was not available.)
- e. annual performance evaluation (2 of 2 "older"staff)
- f. any medical reports received on the employee (2 of 2 newly hired staff).

4107.A.5.a. The agency failed to determine that all placement staff had sufficiently good physical, mental and emotional health to carry out his or her duties as determined by medical report(s). (1 of 2 newly hired staff)

4107.A.5.c. The agency failed to determine that all placement staff had good moral character as determined by criminal record checks and references which were current and specific to the position. (1 of 2 newly hired staff)

4107.A.2 The agency's written policies regarding personnel practices conducive to recruitment, retention and effective performance of qualified personnel failed to include the following:

- a. Written job descriptions and titles for each position defining the qualifications, duties, and authority. (SUPERVISOR OF PLACEMENT SERVICES - THE CONTRACTED BCSW)

4107-B: Job Functions and Staff Qualifications

Not Met

Findings/Corrections

4107.B.2.a. The supervisor of placement services failed to be responsible for supervising, evaluating and monitoring the work of social service staff.

* THE AGENCY HAS ENTERED INTO A CONTRACT WITH A LICENSED BOARD CERTIFIED SOCIAL WORKER TO PROVIDE THESE SERVICES AS THE AGENCY DOES NOT HAVE AN INDIVIDUAL ON SITE AS STAFF WHO MEETS THESE QUALIFICATIONS. THERE IS NO DOCUMENTATION IN THE RECORDS THAT THE CONTRACTED STAFF HAS FULFILLED THESE REQUIREMENTS. THE ONLY DOCUMENTATION THAT WAS IN THE RECORDS IS HER "APPROVAL FOR CERTIFICATION STATEMENT".

Statement of Deficiencies

4115-C: Adoptive Home Study

Not Met

Findings/Corrections

4115.C.1. The agency failed to include in the homestudy process at least one office visit, two home consultations, and separate face to face interviews with each age appropriate member of the household. (3 OF 6 RANDOMLY SELECTED ADOPTIVE PARENTS RECORDS)

4115.C.2. The agency failed to require and complete a criminal record clearance for each adoption applicant. (1 OF 6 ADOPTIVE PARENT RECORDS REVIEWED)

4115.C.4. The agency failed to cover the following areas in the homestudy and record the information in the adoptive applicant(s) record:

-past and present physical and mental health, reason for childlessness (if applicable), medical reports and any specialist reports applicable to inability to have children or advisability of having children. A report of a physical examination for all members of the household within six months of the homestudy which verifies that each person suffers no communicable disease, specific illness or disability that would interfere with the family's ability to parent another child failed to be obtained.

4115.C.5. 3 of 6 randomly selected homestudies reviewed failed to document that there had been at least two home consultations, and each member of the household failed to be interviewed individually.

4115-I: Adoptive Parent(s) Records

Not Met

Findings/Corrections

4115.I.1.The agency failed to keep separate records for each adoptive family applicant which contained the following:

- c. medical records of the family;
- e. criminal record check reports.

4115-O: Intercountry Placements

Not Met

Findings/Corrections

4115.O.2. The agency failed to include in its statement of purpose a description of any intercountry placement services provided by the agency as follows:

- b. facilitation between the family and the foreign placement entity in direct adoption or between the family and another child placing agency.

COMMENT: THE AGENCY HAS ENTERED INTO AGREEMENTS WITH 2 OTHER AGENCIES - ASI (RUSSIA/UKRAINE) AND ADOPTION GUIDES (CHINA). THE AGENCY'S STATEMENT OF PURPOSE DOES NOT INCLUDE THE AGENCY'S RELATIONSHIP WITH THESE OTHER AGENCIES.